



Dear Parent/ Guardian

Firstly, on behalf of the club, I would like to welcome you and your child to the 2020/21 Season at Tattenhoe FC – we wish you all the best for the season ahead.

Enclosed are your registration documents, which need to be completed and return to your Team Manager prior to your league registration deadline, along with the £30 registration fee (cheques made payable to Tattenhoe FC). If you're unsure of anything at all, please ask one of the club officials who will be only too happy to assist.

Within this pack you will find the following:

- **Membership registration form (inc medical details and emergency contact)**
- **Parental consent form / Gift Aid form**
- **Codes of Conduct agreement (parents and Players)**
- **Tattenhoe FC GDPR Requirements & Privacy Policy** - please note it is a requirement that we have your consent on this policy as we cannot register a player without this consent. The policy is attached.

You will need to complete all parts of these forms and return to your Team Manager - even if you are returning as a player, all forms must be completed so we have your consent for this coming season.

Monthly Fees/Annual Registration

You will need to set up a standing order, this can be done online or by filling in a form at your bank. Our club bank details are - Sort code is- 30-15-53, Account Number - 03828633. The monthly amount is £15.00 for all age groups. – **PLEASE NOTE THAT THE MONTHLY SUBS ARE DUE THROUGHOUT THE YEAR** - We would like to collect the money on the first day of each month. Please write your child's name and age group in the reference box so we know whose payment it is. Registration sign up to the club annually is £30, this needs to be returned with your registration packs. The club will provide you with a training kit that needs to be worn to all training sessions, with shin pads and appropriate footwear.

Training and Playing Kits

The club would like to remind all members that the training kit and playing kit belong to the club, any lost or damaged items will need to be replaced at your cost. If a member should decide to leave the club for any reason, both match and training kit will need to be returned to the club before the member will be de-registered.

Should you require any further information, please do not hesitate to contact me.

Once again - Good luck for the Season ahead.

Regards

Matt Aris

Club Secretary
07772 014489

secretary@tattenhoefc.com



**CHARTER STANDARD
COMMUNITY CLUB**

Membership Registration Form

Child's full name

Team Playing For

Date of Birth

Home Address

..... Post Code

Parent's full name

Home phone number Parent's mobile number

Parent's email address (Block Capitals)

Child's School

Medical Details

Please indicate if your child has any medical conditions, we should be aware of e.g. asthma, allergies, medication etc.

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Emergency Parent / Carer Details

Full Name

Relationship to Child

Emergency telephone number Mobile Number.....

In the event that the above named person cannot be reached, please give two extra emergency contact names and numbers:

1. Full Name.....

Emergency telephone number Mobile Number.....

2. Full Name.....

Emergency telephone number Mobile Number.....



**CHARTER STANDARD
COMMUNITY CLUB**

Parental Consent

In the event that my son/daughter is injured whilst playing football/travelling to and from football events and I cannot be contacted on the above number, I hereby give my consent for my child to receive medical attention.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Please note that due to the strict guidelines and rules governing Child Protection, we cannot allow any child to participate without a signature on this form consenting to medical treatment being given whether this involves basic First Aid, Ambulance or Hospital care.

I agree to be bound by and to observe the Club Rules and The Rules and Regulations of The Football Association Limited and County Football Association, and all Competitions in which the Club participates.

During matches and at training the players are sometimes photographed, and images are used on the website and in advertising; I agree that I am happy for photos to be taken of my child during matches and at training – all Child welfare guidelines are followed. If for any reason you do not wish for your child to be photographed, please contact your manager or the Club’s welfare officer on cwo@tattenhoefc.com

I agree to all the above

Signed.....

Print Name

Child’s Name.....

Date.....



**CHARTER STANDARD
COMMUNITY CLUB**

Code of Conduct Players and Parents / Spectators

We all have a responsibility to promote high standards of behavior in training and at matches, Tattenhoe FC fully support the FA codes of conduct and the FA's Respect Campaign.

Respect is the FA's program to address unacceptable behavior in football – on and off the pitch. On average, thousands of referees quit football every year because of the abuse they receive from players and from the sidelines. Lots of children also give up because of the attitude and actions of over-enthusiastic parents.

In response, The FA's Respect program provides a series of tools for leagues, clubs, coaches, Referees, players and parents from grassroots to elite football to ensure a safe, positive environment in which to enjoy the game. These tools include agreed codes of conduct, in-service training for Referees, Respect club packs, spectator designated spectator areas and ensuring captains and managers work with referees to manage player behavior. With the above in mind we would like to re-enforce that during training and matches it is the job of the managers and coaches to manage the children's behavior and development.

We definitely want you all to continue with the positive encouragement of your child and the whole team and be there to share those precious successes! Equally should you have any concerns regarding other players, parents or coaches please make sure you voice your concerns either to your manager or our Club Welfare Officer at CWO@tattenhoefc.com. We need to work together to ensure the children's all-round development.

Unfortunately, sometimes during matches, adrenalin can kick in and the children can either miss time tackles or argue a decision made by an official and end up with a fine. It is the responsibility of the parent to pay these fines **NOT** the club.

I agree to pay any fines obtained and abide by the above codes of conduct

I agree to fully follow the FA and Tattenhoe FC codes of conduct – **please see www.tattenhoefc.co.uk for full details, your manager will have a copy printed for you to read if required**

Player signature

Signed.....Date.....



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Gift Aid Declaration

This gift aid declaration enables the club to receive fantastic funding benefits, which we reinvest in items such as player development programmes, training equipment etc.

Please treat the payment of £15.00 month / £180 as a payment qualifying as a Gift Aid Donation.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax year (6 April to 5 April) that is at least equal to the amount of tax that all charities that I donate to will reclaim on my gifts/payments for the current tax year.

I understand that other taxes such as VAT and Council Tax do not qualify.

I understand that Tattenhoe FC will reclaim 25p of tax on every £1 that I have given.

Team Name.....

Taxpayer's details

Title.....

First name

Surname.....

Home Address

.....

Post Code.....

Signature.....Date.....

Parent signature

Signed.....Date.....



**CHARTER STANDARD
COMMUNITY CLUB**

Tattenhoe FC – GDPR Requirements and Privacy Policy

General Statement of Intent

Tattenhoe Football Club takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by Tattenhoe Football Club in the pursuance of its activities. Tattenhoe Football Club takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and The General Data Protection Regulation (GDPR).

Collection of personal information

Tattenhoe Football Club will request members provide information at point of registration through the players registration form, club forum and at other times dependent on special events and activities and therefore the information requested will vary depending on the reason for the collection. The information provided includes, but is not limited to, name, age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

Storage of Personal Information

Tattenhoe Football Club stores information in respect of the club membership electronically and in paper format. All electronic data is held in a secure manner. Access to this data is strictly controlled by the members of Committee assigned to that specific task that holds such data. Any paper copies of any club members data are held by the Club Registration Officer, Secretary of the club, Treasurer or Chairman. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

Use of the Personal Information

Tattenhoe Football Club will use personal information for the purposes of running the club and the teams within it. It is also used for verifying member's identity, responding to enquiries, sending information to members and registering that player with the league of the team they are playing for. Personal information is also used to register Team and players on the FA Whole Game System. Tattenhoe Football Club holds appearance information for the purposes of club records. The Tattenhoe Football Club Website and club form will hold members data in teams to support communication of team activities, the team set up, team communications and team progress. Our website may contain links to other sites. Please be aware that Tattenhoe Football Club is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Tattenhoe Football Club that they need to read the privacy statements applicable on the other sites they are linked to.

Updating of Personal Information and Circumstances

If there is a change to a member's personal information or circumstance for example their contact details or leaving the club, the team manager or club secretary and Registration Officer must be informed, as soon as possible to ensure all Club records are maintained as accurately as possible.

Access to Members Personal Information

Members and their parents if under the age of 18, have the right to access the information that Tattenhoe Football Club holds about them. To do this a written application is to be made to the Club Secretary at their registered address of 5 Lamour Lane, Oxley Park, Milton Keynes, MK4 4HX or via emailing secretary@tattenhoefc.com. Such information will be provided within 30 days.

Disposal of Personal Information

Data will be disposed of securely and permanently as required.

Data Retention

Data obtained via the registration process is only kept for the period of the current season and a further 2 seasons. Data obtained via club forum registration is only kept for the period of being a member of Tattenhoe Football Club unless agreed with the club. Any member leaving Tattenhoe Football club must inform the Club Secretary or their Manager or by emailing so we can securely delete the data.



**CHARTER STANDARD
COMMUNITY CLUB**

GDPR and use of personal information This section must be completed

I consent to Tattenhoe FC using personal information as outlined in Tattenhoe FC GDPR Requirements and Privacy Policy

Name..... signature..... Date

Failure to give consent will result in Tattenhoe FC unable to register the player. Details of our policy and use of personal information are attached

CHECK LIST – please make sure you have completed all the following

- Fill in and sign this document, having fully read all sections including the codes of conduct
- Set up your standing order
- Enclosed the £30 registration fee
- Enclose proof of birth (copy) – (New players only)
- Sign consent for Tattenhoe FC GDPR Requirements and Privacy Policy - We cannot register a player if we don't have this form signed